MANAGING SICK LEAVE

Tips for Roster Managers

Are you looking to promote an attendance culture by supporting your staff to manage sick leave?
Here are a few tips to support you.

SEEK INFORMATION

At recruitment, provide applicants the opportunity to disclose information regarding health factors that may impact their ability to perform the role.

ADVISE RESPONSIBILITY

At orientation and ongoing, Inform staff of any entitlement to sick leave and the procedure they must follow if they are unable to work due to illness or injury.

MAINTAIN ACCURATE RECORDS

Maintain accurate records and update HealthRoster with reasons for absence when notified of sick leave.

SUPPORT RETURNING STAFF

Check in with staff members upon return to work to see how they are feeling, and if they require any minor modification to their work.

REQUEST EVIDENCE

Ensure required documentation is completed and follow up to receive appropriate evidence of sickness and incapacity is provided.

MONITOR REVIEW POINTS

Review reports to identify potential or existing sick leave issues. Meet with staff to discuss identified issues and develop a plan to address.

MAINTAIN PROCEDURAL FAIRNESS

Maintain procedural fairness when managing absenteeism and issues related to staff unable to work due to illness or injury.

ADVISE AVAILABILITY OF EAP

Staff experiencing difficulties in their personal and professional lives should be made aware of the EAP and how to access it.

http://www.health.nsw.gov.au/Rostering